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Office Memorandum • United States Government

TO: Chief, Technical Review and Policy Staff, LO DATE: 10 Nov. 1954

FROM : Chief, Administrative Staff, LO

SUBJECT: Weekly Activity Report

1. GENERAL

a. Agency Regulations (continued item)

Proposed Agency Notice "CIA Telephone Directory" was submitted to the Regulations Control Staff on 5 November 1954 for publication.

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Changes to be incorporated in the proposed revision of were forwarded to the Regulations control Stall on 5 wovember 1954.

b. Logistics Office Notices and Instructions (continued item)

Logistics Office Notice No. LN 42-100-1, Correspondence Addressed to the Deputy Chief of Staff, Materiel, Headquarters USAF. was issued.

2. PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item)

Nineteen students are enrolled in the fifth Logistics L Support Course as of 9 November 1954.

b. Records Survey (continued item)

Physical surveys of records of the Procurement Division have been started.

c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

No change. This seems to be lagging

d. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item)

A study of the subject is still in process between the Logistics Office, OCD, and a representative of the Inspector General.

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e. Staff Support for the Headquarters Board of Survey (continued item)

No change.

f. Action Indicator for Project

(continued item)

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No change.

g. Management Survey (continued item)
No change.

3. OTHER ITEMS OF INTEREST

a. Personnel and Training (continued item)

X9A2 (1) Personnel Report (continued item)

The on-duty strength for the week ending 9 November

25X9A2

- (2) <u>Basic Orientation Course</u> (continued item)
 No change.
- (3) <u>Logistics Supervisory Training Program</u> (continued item)
 No change.
- (4) <u>Logistics Training Program</u> (continued item)
 No change.
- b. Request for Construction (continued item)
 No change.
- c. Additional Courier Service (completed until further notice)
- d. Mail and Courier Activities (continued item)

Increase or decrease over previous report

(1) Mail Activities

Post Office Mail Incoming Outgoing

3,754 5,493 - 785 - 1,166 0,247

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SECRET

	Postage Expended	\$667.65	- \$	229.68
(2)	Courier Activities			
	Scheduled Courier Trips Special Courier Trips	244 105		61 2
	Inter-Agency Mail by Courier Incoming Outgoing	816 1,396 2,212	-	1,332 1,400 2,732

e. Review of CIA Notices (continued item)

No change.

f. <u>Personnel and Management Survey</u> (continued item)
No change.

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g. Award for Meritorious Suggestion (new and completed item)

Mrs. Procurement Division, was presented an award of \$10.00 for her suggestion proposing a reduction in the preparation of unnecessary courtesy copies of correspondence.

h. Renumbering of Agency Regulatory Issuances (new and completed item)

Advance information from the Regulations Control Staff indicates that certain Agency regulatory issuances initiated by the Logistics Office in 1952 are to be renumbered as follows:

Old No.

New No.

Subject

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Conservation of Critical Material Addressing of Inter-office Mail Saturday Courier Service Visits to Supply Field Depots Addressing of Inter-office Mail Provision of Government Quarters Overseas

4. SPECIAL PROBLEMS

None.

Approved For Release 2001/08/02 3778-03991A000400050030-9

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

No change.

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b. Freight Elevator at Temporary Bldg. (continued item)
No change.



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